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UNITED STATES GOVERNMENT

Memorandum

TO : Members, COINS User Support Panel

Serial: COINS/027-70

DATE: 15 January 1970

FROM : Chairman

SUBJECT: Seminar on Biographics Files in the COINS Experiment

1. Our planned seminar on biographics files in COINS is scheduled for 0900-1200 on 5 February at CIA, room 1E74. Approximately 30-40 people are expected to attend, based on numbers provided by CUSP members from each agency. Clearances of each person attending must be certified to CIA, [REDACTED] 1H18, before 2 February. Each CUSP representative is requested to compile all of those for his agency and forward them to CIA in a single memorandum or cable. The overall classification of information to be covered at this seminar is TOP SECRET CODEWORD, NOFORN.

2. The seminar will consist of briefings averaging about 15-20 minutes for each of the seven biographics files in COINS, and discussions on general proposals/questions bearing upon COINS biographics. A myriad of problems exist outside of COINS on the subject of biographics, but none of these will be tabled at this seminar. Further, participants should be reminded that the sole purpose of this gathering is to promote the exchange of information/ideas between COINS biographics file sponsors/users; decision making is not its function.

3. Each file sponsor may organize his briefing in the manner most comfortable to him, using charts, graphs or handouts for clarity/speed as desired, but should at least cover the following points:

- a. Purpose of file, contents and coverage
- b. Sources of data and significant gaps
- c. File maintenance schedules and problems
- d. Data preparation
 - (1) Special idiosyncrasies of entering data
 - (2) Transliteration procedures and problems



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CONFIDENTIAL

GROUP 4
Excluded from automatic
downgrading and
declassification

(3) Errors/contradictions

e. Special suggestions on use of the file

Users of the files will be given the opportunity to ask questions either during or immediately following each briefing, as preferred by the briefer.

4. Following is a preliminary list of items for general discussion after the briefings. Others may be added during the seminar.

a. Operational uses of the biographics files now in COINS.

b. Changes required to individual COINS biographics files to improve their utility.

c. Feasibility of consolidating all or some of the COINS biographics files into one file, or maintaining most or all of these files at one agency.

d. Advantages/availability of other biographics files in the intelligence community that might be good candidates for inclusion in COINS.

e. Need for establishing new biographics files for COINS.

f. Need for and possibility of achieving data standardization in COINS biographics files, and to what degree.



Chairman, COINS User Support Panel

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